

**STANLEY PARK JUNIOR SCHOOL**  
**SCHOOL BUSINESS MANAGER**  
**Job Description**

Directly responsible to:	Headteacher Board of Governors
Line Manager to:	Headteacher's PA and Admin. Manager (1) Finance Assistant (1) Administrative Assistants (2) Site Manager (1)
Work in close Liaison with	Deputy Headteacher Assistant Head/SENDCo

**JOB PURPOSE**

- To ensure that the school is compliant with all financial regulations and that the school fulfils its responsibilities required by our Foundation Status.
- To act as the main financial consultant and advisor to Governors, Headteacher and Senior Leadership Team on matters relating to the School's main FMS (Financial Management System) account and the School's private accounts.
- To act as the main advisor to the Headteacher, Governors and staff in relation to HR/Contract/Payroll issues and to offer support with regard to personnel issues if required.
- To be responsible for the Financial Resource Management, Administration Management, Management of Information Systems, Human Resource Management and the Health & Safety and Risk Management of the School.
- To develop and clearly communicate the school's development/strategic plan for supporting and delivering excellence in schools, not just through relieving the Headteacher and Deputy Headteacher of non-teaching duties but also through helping drive fundamental improvements to school business systems.
- To be responsible for providing professional leadership and management of the school's administrative support staff through effective delegation, monitoring and evaluation to ensure efficient functioning of the school administration team.

**Organisational Relationships**

- Directly responsible to Headteacher
- Member of the Senior Leadership Team.
- Oversee the work and performance management for all administration staff
- Responsible for the performance management, induction and training of the Premises Manager and Finance Assistant.

## **SPECIFIC DUTIES**

### **Leadership**

- Contribute as part of SLT to developing the school's vision and values. Exemplify and communicate these to staff; stakeholders and the wider community and take all decisions in line with the vision and values of the school.
- Monitor the progress and quality of work including providing constructive feedback. Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives.
- Manage Change in accordance with the School Development Plan and provide support to staff during times of setback and change.
- Attend Full Governing Body meetings as well as Finance, Personnel and Premises sub-committee meetings.
- Under the direction of the Head Teacher, lead on all financial matters in school and take some delegated responsibility for financial decisions.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- Working in collaboration with SLT, track school policies and ensure they are updated in accordance with the policy review schedule.
- Work alongside the school's Data Protection Officer to ensure the school's compliance with GDPR legislation. Keep records in accordance with the school's record retention schedule ensuring information security and confidentiality at all times.
- To attend meetings and training courses relevant to post.

### **Strategic Influencing**

- Negotiate and influence strategic decision making within the school's Senior Leadership Team.
- Maintain a visible, professional and high profile within the school.
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications.

### **Financial Administration and Management**

- To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body.
- Review and update the school's Internal Financial Procedures Manual and take responsibility for ensuring the school is compliant with financial regulations, including the LA's Scheme of Financing Schools. Be the first point of contact in the school for external auditors from the Local Authority.

- To be responsible for drawing up draft and final budgets and monitor the budget on a monthly basis and follow with management reports to Headteacher, Governors and LA. Carry out quarterly income and expenditure review, produce quarterly accounts with balance sheet, along with analysis and reconciliation.
- Produce a three-year budget forecast based on the schools estimated funding and expenditure to inform strategic long-term decisions.
- Responsible for all administration in relation to year-end procedures; submit complete annual accounts with necessary accruals and prepayments and submit statutory returns within required deadlines e.g CFR report.
- Responsible for keeping, maintaining and reconciling all four school bank accounts. To supervise the recording and banking of monies coming into the school and ensure the appropriate controls are in place to comply with the school's financial procedures.
- To be responsible for all petty cash payments for the school fund bank account, supervising support staff to ensure the necessary records are kept accurately. Produce quarterly reconciliations.
- Manage School Fund income and expenditure and the independent auditing of the accounts.
- To manage the maintenance of accounting records relating to the school budget on the school's computer system together with the appropriate financial controls.
- To manage the ordering, processing and payment of all goods and services.
- To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under- and over-spending of budgets.
- To manage the school's VAT responsibilities.
- Responsible for ensuring the school is adequately insured. Negotiate renewal of policies and ensure insurers are aware of changes during policy terms. Deal with all claims, inform police where necessary and keeping adequate records of all incidents.
- To be responsible for the management of income generation, including school lettings, fundraising initiatives and available grants.
- To work in conjunction with the Headteacher in preparing bids for grants / capital projects.
- To work in partnership with Greenshaw High School personnel in managing the school catering service. Attend catering management meetings, negotiate charges and oversee the smooth running of the SLA and make forward plans to secure the future of the service.
- To work with subject leaders to ensure that Pupil Premium and Sports Grant reporting is accurate.

## **Personnel Administration**

- To advise the Headteacher and Governors on all personnel issues eg maternity entitlement, sickness and absence regulations, redundancy procedures, pay related queries, ensure TUPE regulations are followed etc.
- Review and update staffing policies with regard to personnel issues, liaising with LA Human Resources Dept. where necessary.
- To participate in the selection process for teaching and support staff. Attend training in Safer Recruitment and update as required.
- In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for posts as required.
- To carry out the administrative processes relating to recruitment and induction of staff to include seeking references, medical clearance and DBS checks as required in line with our Safer Recruitment and Induction policy.
- Maintain the Central Single Record of staff accurately.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and safeguarding requirements.
- Issue contracts of employment for all staff.
- To consult with Local Authority Personnel department in the provision of information and advice on conditions of service for all categories of staff employed at the school.
- To ensure that accurate personnel records, including sickness and other absences, are maintained.
- To work with LA Personnel in referring staff to Occupational Health services where necessary.
- To manage the administration of the Payroll Service, including the implementation of pension schemes and other deductions from pay.
- To ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted and to monitor and pay other claim forms.
- To ensure that all staff are paid on the correct scale and spine point, in consultation with Governors, and to provide appropriate information on pay to staff, and the Governing Body.
- To be the first point of contact for all staff at the school on pay and contract related issues.
- To be responsible for the professional development of relevant support staff, carrying out performance management, identifying training and development needs and implementing an appropriate training programme

## **Health & Safety Management**

- Review and update the school's written Health & Safety Policy statement and ensure it is implemented at all times, clearly communicated and available to all people.

- Liaise with the Site Manager and Headteacher to ensure risk assessment documents are up to date as required by LA Health and Safety Dept. guidelines and annually review and monitor their use.
- Review and update the school's Critical Incident Policy and be a member of the Critical Incident Management Team.
- Be first point of contact with Local Authority's Health and Safety Officers. Work closely with the LA in completing Health and Safety audits.
- Attend health and safety management training and keep up with refresher courses to keep qualification current.
- Ensure National and LA safety requirements are made known to the Headteacher and ensure policies and procedures of the school meet the requirements. Draw the attention of the Headteacher to any concerns you may have.
- To ensure that the Site Manager has records of the asbestos management in the school and annually update the asbestos register.
- Ensure staff have a clear understanding of all safety related policies and procedures and the importance of putting them into practice.

### **Facilities and Property Management**

- Ensure the safe maintenance and operation of all school premises provide a secure environment for all.
- Liaise with the Site Manager to obtain competitive quotes for premises related works and ensure tender regulations are followed
- Liaise with the Site Manager in the letting of the premises, costing, communication with the hirers, maintaining a diary of lettings and issuing of invoices.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Ensure services and contractors etc are monitored and managed effectively.

### **Notes:**

This Job Description forms part of the contract of employment of the person appointed to this post. *Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.*

This job description may be amended at any time in consultation with the postholder

Job Description agreed on \_\_\_\_\_ (date)

Post Holder \_\_\_\_\_

Headteacher \_\_\_\_\_